IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF YUMA

In re the establishment of:)
)
THE POSITION OF COURT   )   Administrative Order 95-09
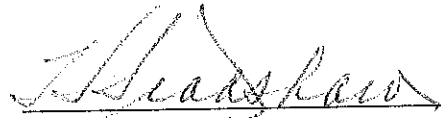PROGRAMMER/ANALYST   )
)
_____)

It appearing to the Court that the Justice Automation Project is being implemented and that the best interest of the Court will be served by establishing a position of programmer/analyst in the Superior Court Merit System.

IT IS ORDERED:

1. The Superior Court hereby establishes a position of Programmer/Analyst in the Judicial Merit System, effective this date.

2. The newly established position of Programmer/Analyst is hereby placed into the Judicial Merit System as a classified employee, pursuant to Rule 2.14.

3. Persons employed by the Court in this position shall perform the duties and kind of work, and shall possess those qualifications described in the attached Exhibit A, pursuant to Rule 11.02 of the Superior Court Judicial Merit System.

4. The Programmer/Analyst position is designated as pay grade 25, pursuant to Rule 2.11, Rule 2.13 and Rule 2.15 of the Superior Court Judicial Merit

System. The position is under the general supervision of the Court

Administrator.

Done in Open Court March 24, 1995.

H. Stewart Bradshaw
Presiding Judge

COURT PROGRAMMER/ANALYST

NATURE OF WORK: Under general supervision of the Court Administrator, performs technical work of considerable difficulty in systems and application design, programming and data base; performs related work as required or assigned.

TYPICAL DUTIES: (Illustrative only) Conducts system and application feasibility studies; designs and/or redesigns application software; monitors and reviews operating systems and corrects system problems; installs, tests and debugs programs and modifies existing programs; evaluates computer platform hardware and system operation software; designs, modifies and implements data base; retailoring; modifies vendor-supplied utilities and packages when required; analyzes user requirements, performs activities to meet user requirements, assists in describing user requirements to hardware and software vendors, works closely with department heads, elected officials, users and court application system administrators in planning and implementing user based requirements. Be crosstrained to provide support, trouble shooting and assistance to other programmers, MIS staff contractors or county departments as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of:
- principles and techniques in systems and applications programming design and management;
- data processing system analysis and design;
- data base and file management techniques;
- operating principles and capabilities of equipment application software, and operating systems; software applications related to user productivity.

Considerable skill in:
- understanding complex verbal and written instruction and user requirements;
- programming languages;
- comprehension of technical written documents related to applications;
- analyze and design programs based on user and system requirements;

Ability to:
- establish and maintain effective working relationships with other employees, and agencies;
- communicate effectively both verbally and in writing;
- maintain records of activities performed;
- document software/system changes;
- demonstrate initiative;
- lead projects and manage multiple applications;
- provide solutions to complex user based application problems and/or requests.

MINIMUM QUALIFICATIONS: Forty (40) semester hours post high school course work in computer science or management information systems and two (2) years of progressively responsible work experience in programming and two (2) years of analysis OR any combination of education, training or experience which demonstrates the ability to perform the duties of the position.

SPECIAL REQUIREMENTS: EXPERIENCE WITH IBM, AS/400, HARDWARE; RPG COBOL AND SQL PROGRAMMING PREFERRED.